

**CAREER OPPORTUNITY 12-06CL
UNITED STATES COURT OF APPEALS
FOR THE THIRD CIRCUIT**

Announcement Date: **December 11, 2006**

Position Title: **Brief Specialist/Court Crier**

Closing Date: **Open Until Filled**

Classification Level: **CL 24 or 25 (\$32,639 - 58,617) based upon qualifications**

Duties and Responsibilities

Identifies briefs, motions, and other documents that require special handling in calendared cases, and transmits them to the merits panels with minimum delay. Determines if briefs are received timely and otherwise meet the requirements of the Federal Rules of Appellate Procedure and the rules of the court. Contacts attorneys and litigants when brief and motion requirements are not met. Ensures that all automated brief, appendix, and motion entries are appropriately linked for proper filing. Enters appropriate information into the automated system. Establishes and monitors briefing due dates for clearance and calendared cases.

Prepares briefs, appendices, and other documents for submission to merits panels as constituted by the Chief Judge and assigned by the Calendaring Supervisor or Administrator. Mails or delivers briefs, appendices, and other documents according to locations of judges.

Handles local court sittings which include preparation of the courtroom, facility and equipment checks, recording oral arguments via audio equipment, monitoring court sessions for instructions by the Court.

Handles remote sittings which include coordinating the setup of the courtroom and equipment with the district courts, and advising chambers and the Clerk's Office of all details for the sitting. Handles videoconferencing oral argument tests and oral arguments between Philadelphia and district court locations which include setting up videoconferencing equipment, monitoring videoconferencing oral arguments, and logging the results of each videoconferencing oral argument. Makes copies of oral argument tapes for judges, counsel, and public. Provides information for transcription of oral arguments at the direction of the Court.

Qualification Requirements

Minimum of three-four years' similar work experience is preferred. College degree preferred and may be substituted for general experience. Salary commensurate with qualifications and work experience. Computer literacy, good communication and typing skills are essential. Legal experience, court background, Windows/Word Perfect familiarity preferred.

BENEFITS

- 10 paid holidays per year
- Up to 13 days of paid vacation for the first three years, increasing with tenure thereafter; 13 sick days accrued per year
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Optional long-term care insurance
- Optional participation in Health and Dependent Care Reimbursement Accounts
- Participation in the Federal Employees Retirement System
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen, or a citizen of a country with a defense treaty with the U.S. who is eligible to work in the U.S. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court. Employees will be hired provisionally pending the results of a fingerprint check. Direct deposit of pay required.

APPLICATION INSTRUCTIONS

Send your cover letter, resume and e-mail address to the attention of Patricia Moore, Office Manager, Circuit Executive’s Office, 22409 U.S. Courthouse, 601 Market Street, Philadelphia, PA 19106 or respond by e-mail with the required paperwork to briefspec@ca3.uscourts.gov. Applicants will also be considered for similar positions that open within the next six months.

EQUAL OPPORTUNITY EMPLOYER